



PUBLIC RECORDS REQUEST FORM

Date Stamp

Request for public information shall be made on this form. This form will be filed with the City Clerk's Department, who will respond to this request within ten days as required by law.

I, the undersigned, hereby request the following documents (or portions thereof) as indicated below:

Name: _____

Date: _____

Mailing Address: _____

Phone: _____

Specific Information or Document Requested:

1. _____

2. _____

3. _____

TOTAL:

For Office Use		
Pages	Charge	Date Paid

Signature of Person Making Request: _____

For Office Use

Person Preparing Requested Information: _____

Comments:

Date Completed: _____

THIS FORM MUST BE DATE STAMPED UPON RECEIPT.